

## Download In Principle Approval (IPA) document for New/ Renewal Application

1. After login to LicenceOne, click on **MY PORTFOLIO**
2. Key in the **New/ Renewal application number**
3. Click **Check Status**

Welcome UENDIRECTOR3 [Update user profile](#)  
Your last login was on Thursday 11 May 2017 at 04:22 PM

**INSPIRE EDUCATION CENTRE PTE. LTD. (UEN: 200723647D)**  
50 EAST COAST ROAD, #02-144 ROXY SQUARE S(428769)

Application Number  **Check Status**

Applications	Drafts	Licences	Payments
Require attention: 87	Due for removal: 0	Due for renewal: 02	Pending payment: 76
In progress: 475	All drafts: 16	Active: 45	

4. Once the Renewal application number which is in **hyperlinked** is found, click on it

Welcome UENDIRECTOR3 [Update user profile](#)  
Your last login was on Thursday 11 May 2017 at 04:22 PM

**INSPIRE EDUCATION CENTRE PTE. LTD. (UEN: 200723647D)**  
50 EAST COAST ROAD, #02-144 ROXY SQUARE S(428769)

Application Number  **Check Status**

Status of Application [R1720011517](#) submitted on 02/08/17: **In-Principle Approval.**

Applications	Drafts	Licences	Payments
Require attention: 87	Due for removal: 0	Due for renewal: 02	Pending payment: 76
In progress: 475	All drafts: 16	Active: 45	

5. You will next see the **Application Details** for the Renewal application

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Dashboard Applications Licences Request for Action Correspondences Payments Managed Returns

Application Details (5)

**Application Number** R1720011517  
**Application Type** Renew  
**Application Status** In-Principle Approval  
**Applicant** UENDIRECTOR3

**Licence Name** Employment Agency Licence  
**Submission Date** 02 Aug 2017  
**Business Operating Address** Filer  
UENDIRECTOR3

**Company** INSPIRE EDUCATION CENTRE PTE. LTD.  
**Agency** Ministry of Manpower  
**Created Date** 02 Aug 2017  
**Submission Name** B1720221066

Comments for Applicant

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History Submitted Documents Payments Correspondences Request for Action

Date	Event Type	Event Description
02 Aug 2017 17:28:08	Application	Application is submitted.

6. Click on the **Download Licence** button

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8. Click either Open or Save to view the IPA document

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Application Details

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**Application Status** In-Principle Approval  
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(8)

9. A sample of the IPA document is shown below.

	<b>EMPLOYMENT AGENCY LICENSING BRANCH FOREIGN MANPOWER MANAGEMENT DIVISION MINISTRY OF MANPOWER</b>	 <b>MINISTRY OF MANPOWER</b>
EDUCATION PTE. LTD 31 SCIENCE PARK ROAD CRIMSON, THE SINGAPORE 117611		Your Ref.: Our Ref.: 17C8888
Dear Applicant		
<b>INITIAL APPROVAL FOR APPLICATION OF LICENCE TO OPERATE EMPLOYMENT AGENCY</b>		
We are pleased to inform you that your application for a licence to operate an employment agency has been granted initial approval.		
<b>What do you need to DO?</b>		
	<b>Submit your Security Bond and Banker's Guarantee forms by 10/10/2017</b> (There will be no refund for lapsed application)	
1) Download these two documents from our website. ( <a href="http://www.mom.gov.sg/ea-licence-renewal.aspx">http://www.mom.gov.sg/ea-licence-renewal.aspx</a> )		
2) Mail the original completed copy of the documents to this address:  Employment Agency Licensing Branch Foreign Manpower Management Division 1500 Bendemeer Road, #02-01 MOM Services Centre Singapore 339946		
	<b>Processing of documents</b>	

End.